

~~CONFIDENTIAL~~

Last daily work listings rec'd from ADPD was dated 23 Jan 1963

DAILY LISTINGS REC'd FROM ADPA:

ADPD Caption on Listing

Machine Presentation of Information, and
Justification for continuation of Listing:

1. Voucher Register

A listing of all Genl Ldgr accounting activity contained on each voucher processed during a given day, in voucher number sequence.

This listing is an indispensable source of information for reconstructing accounting activity in the event the original voucher was lost, or misfiled, or in use by someone not immediately available. ~~for~~

Priority #1 - As soon as possible

2. Distribution Journal

A listing of all Genl Ldgr accounting activity processed during a given day, presented in Genl Ldgr account order sequence; previous day's ~~balance~~ closing balance per Genl Ldgr is cited as the ~~accounting balance~~ balance brot forward on the succeeding day's listing.

This listing is needed as soon as possible, to permit Rpts & Analysis to delete info from GL 351, 352, 691 and ~~the~~ 10 tax accounts activity for continuation of reconciling functions re: these accounts. Audit Staff makes constant reference to this listing for history purposes; O&L also uses this listing to check out suspect erroneous vouchering activity.

Priority #1 - as soon as possible.

3. As of _____ (daily cash listing)

This listing contains accounting activity affecting the cash accounts 100.0 to 115.3 incl processed during a given work day. The previous day's closing balance is cited as the succeeding days' balance brot forward IF THERE IS CASH ACTIVITY APPLICABLE TO A GIVEN CASH ACCOUNT.

3. (cont'd)

Priority #1 - required within 48 hours after closing date, and containing all balances brought forward, in order to be of maximum value to Monetary.

4. AS of _____ (GL 144.1
144.2
142.1
142.2

This listing contains the complete status of each sub-account within the cited Genl Idgr accounts, that were affected by an accounting entry or header card change during the work date cited on ~~the~~ the statements of the affected sub-accounts.

Since this is a current work tool, it should be made available to Accounts, O&L and the respective Area Division B/F Officers as soon as possible. Indispensable in processing current work activities.

Priority #1 - as soon as possible.